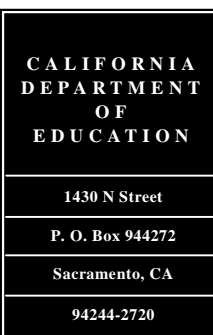




JACK O'CONNELL  
State Superintendent of Public Instruction



May 5, 2003

Dear County Superintendents of Schools:

**REQUEST FOR APPLICATIONS FOR THE CALIFORNIA HIGH SCHOOL  
PROFICIENCY EXAMINATION (CHSPE) PROGRAM: 2004-2006**

This letter informs you of the Request for Applications (RFA) for the California High School Proficiency Examination (CHSPE), 2004 – 2006. County Offices of Education with at least five years experience in the development and implementation of state or district assessments may submit applications in response to this request. Note: All applications will become public documents (see Notice on page 2).

Interested applicants must note the timeline for application in Section 4.7 of the RFA (attached).

In order to guarantee an official response, to ensure a fair and equal opportunity to all interested bidders, and to avoid any appearance of unfair advantage, all questions must be directed only to Jennifer Nelson. Questions, requests for clarification, concerns, and comments from applicants related to this RFA must be prepared in writing, noting the section and page number(s), and accompanied by the name, fax number, and e-mail address of the person submitting the question(s) according to the timeline shown in Section 4.7 of the RFA.

Sincerely,

Phil Spears, Director  
Standards and Assessment Division

PS:jn  
Attachment

**4.7 Time Schedule**

<b>ACTIVITY</b>	<b>DEADLINE</b>
RFA Released	May 5, 2003
Questions Due	May 19, 2003, 4:00 p.m., PT to Jennifer Nelson, FAX (916) 319-0967
Intent to Submit an Application Due	May 26, 2003, 5:00 p.m., PT to Jennifer Nelson, Standards and Assessment Division, 1430 N Street, Suite 5408, Sacramento, CA 95814
Post Responses to Questions submitted	June 2, 2003, 5:00 p.m., PT on CDE's website, <a href="http://www.cde.ca.gov/statetests">www.cde.ca.gov/statetests</a>
Applications Due	July 2, 2003 on or before 2:00 p.m. PT to Jennifer Nelson, Standards and Assessment Division, 1430 N Street, Suite 5408, Sacramento, CA 95814
Application Review	July 7-9, 2003
Posting of Intent to Award	July 11-18, 2003
Contract Start Date	October 1, 2003 (anticipated)

**NOTICE: Submission of an application constitutes a release of information and waiver of privacy rights with regard to information (including proprietary information) provided in response to the RFA. The successful bidder's application will be incorporated into the final contract, which is a public document. Bidders should not submit any matter that constitutes a trade secret. If a bidder determines that trade secret information must be included to be responsive to the RFA, the bidder must clearly identify such information in the application, and be prepared to protect the material from disclosure under the California Public Records Act (Government Code sections 6250 and following).**